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20 MAR 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Security

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SUBJECT: Overseas Security Policy Group (OSPG) Charter

1. The OSPG was established three years ago by the Director of Security for the Department of State. Its membership includes the Directors of Security of all the agencies which have overseas presence with diplomatic status. Meetings are held monthly to discuss matters of mutual interest and to develop and standardize effective security policies. The meetings also give the Directors the opportunity to meet and to confer with one another face to face.

2. Probably the most important accomplishment of the Group to date has been the creation and publication of a new overseas residential security policy. The previous policy appeared to callously put the burden of residential security and personal safety on each individual employee. The new policy, adopted in the fall of 1985, clearly assigns this responsibility to the Department of State's Diplomatic Security Service (DSS) and gives to DSS the backing and resources to carry out that responsibility.

3. The Inman Panel recommended that, to give the OSPG "clout" within the Department, a charter should be drafted and the OSPG's existence should be formally acknowledged in Department publications. This has been accomplished. Now that the "Inman Bill" for improved overseas security is before Congress, the DSS has arranged for a formal OSPG charter-signing ceremony to be held in the State Department's Operations Center Conference Room (room 7516) at 3:30 p.m. on 15 April 1986. They have indicated their intention to invite two representatives of each agency which is a member of the OSPG to attend the ceremony; one representative to be at Assistant Secretary Bob Lamb's level, and the other to be the Director of Security.

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ADMINISTRATIVE - INTERNAL USE ONLY

4. I am planning to attend this session and I hope that you will be able to attend also. The press will not be invited, although there will be a press release.

5. Attached is a copy of the charter. I think you will find the goals of the OSPG to be quite appropriate, timely, and important to our Agency.

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Attachment

OS/PTS/PSG/PSAD/ [redacted] (10 Mar 86)
Revised:D/Sec [redacted] (20 Mar 86)

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ATTACHMENT

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CHARTER

OVERSEAS SECURITY POLICY GROUP

PURPOSE

The Overseas Security Policy Group (hereafter referred to as "the Group") is established to develop, coordinate and promote uniform policies, standards and agreements on overseas security operations, programs and projects which affect U.S. Government agencies represented abroad.

PRINCIPAL AGENCY

The Diplomatic Security Service within the Department of State shall be considered the lead organization and is responsible for chairing the Group.

MEMBERSHIP

Membership shall be comprised of the following agencies:

Department of State
Central Intelligence Agency
Defense Intelligence Agency
National Security Agency
Agency for International Development
United States Information Agency
Department of Justice
Department of Commerce
Department of Treasury

Other agencies may be invited by the Chairperson to participate when issues that directly affect their operations are under consideration.

OBJECTIVES

The primary objectives of the Group are as categorized and outlined as follows:

I. Review of Security Policy Formulation Groups

Review the number and extent of existing member agency working groups which are engaged in formulating overseas security policies, looking toward increased communication of ideas and elimination of duplicating efforts.

II. Budgeting and Funding

Develop uniform procedures for budgeting and funding security projects, equipment and operations which are shared or of common benefit to member agencies represented overseas.

III. Overseas Security Personnel

Confer on the selection of posts slated to be assigned professional security officer positions or Marine Security Guard detachments.

IV. Personnel and Access Controls

A. Develop guidelines for control of access to interior office spaces of official premises for U.S. citizen employees, Foreign Service National employees, U.S. citizen dependents, U.S. citizen contractors, non-U.S. citizen contractors, and others. This guidance should also delineate the degree of control required in public, non-public, controlled and non-controlled office areas and set forth determining factors upon which post-specific visitor escort policies would be based.

B. Develop and coordinate uniform overseas mission identification card standards and continuously monitor industry product developments for improved identity card systems suitable for adoption overseas.

V. Physical Security

A. After appropriate study, formulate and adopt location and physical security standards for official mission premises, including property barriers and other protective devices and appurtenances which would defeat bomb attacks and deter forced entry or clandestine physical penetration of official premises.

B. Coordinate member agency overseas security construction and renovation projects to ensure they meet adopted physical security standards. These standards need not be uniform for all agencies but may vary according to differing threat levels and mission of agency.

VI. Security and Emergency Communications

A. Establish policy setting forth appropriate standards for Embassy and major Consulate secure voice communications systems keyed to threat levels.

D. Develop uniform emergency communications exercise guidance for diplomatic missions.

E. Develop uniform guidance regarding telephone security.

VII. Information System Security

A. Develop common policies for the location, installation, operation and protection of classified information systems used overseas. These policies should be sufficiently flexible to cover procedures for use of Tempest and non-Tempest hardware at high, medium and low threat posts.

B. Develop and revise formal guidance to detect automated system security violations.

VIII. Technical Security

A. Establish policy which requires all Embassies and major Consulates to be equipped with rooms secure from electronic surveillance or other forms of technical penetration. 7

B. Develop and establish guidance which sets forth criteria on location of official mission facilities at high, medium and low technical threat posts.

IX. Personal/Residential Security

Review and issue uniform guidance for personal and residential security programs based on threat levels.

ORGANIZATION

The Director of the Diplomatic Security Service shall chair the Group. The Chairperson shall appoint a vice-chairperson, who, in the absence of the Chairperson, shall act in lieu thereof or shall appoint an alternate.

The Chairperson may approve the establishment of specialized subgroups from among the member agencies. Subgroup chairpersons shall be appointed by the Chairperson.

An Executive Secretary of the Group shall be appointed by the Chairperson. The Diplomatic Security Service shall provide administrative support for the Group and for any subgroups.

OPERATIONS

The primary functions of the Group or subgroups shall be to formulate and develop overseas security policy and guidance for official missions. Implementation of policies adopted by the Group by any agency of the federal government shall be the responsibility of appropriate officials of that agency.

Meetings of the Group shall normally be held monthly at the Department of State, unless an alternative location is designated by the Chairperson. Subgroups shall meet at such locations as approved by their chairpersons.

All Group and subgroup meetings shall be held in accordance with an agenda approved in advance by the Chairperson. Subject to the foregoing, recommendations, plans and procedures shall be approved by consensus together with notation of alternative views.

Special invitees may attend meetings if requested by the Chairperson.

The Group and all subgroups will report regularly on all activities, deliberations and recommendations, and shall include proposed plans and agendas for each succeeding period.

The Group will report through the Chairperson to the Assistant Secretary of State for Diplomatic Security; subgroups will report to the Group through their respective chairperson.

RECORDS

The records of the Group will consist of all papers and documents pertinent to its establishment and activities, its charter, agenda, minutes and documents related to its proceedings, communications related to its work and membership, and materials and reports it considered or issued.

The Executive Secretary of the Group will prepare the minutes of each meeting. The minutes as a minimum shall contain a record of the persons present including staff and agency employees, a summary of matters discussed and conclusions reached, including recommendations made, and copies of reports received, issued or approved by the Group. The Chairperson of each meeting shall certify the accuracy of the minutes and affix an appropriate classification.

RELATIONSHIP WITH OTHER BODIES

The Group may maintain liaison with other federally-sponsored organizations having related interests, if it is found to be in the interest of member agencies.

FUNDING

All funding necessary for the organization and operation of the Group will be charged to the Salaries and Expenses Allotment of the Bureau of Diplomatic Security or from such funds as shall otherwise be made available to that bureau for that purpose.

Representatives to the Group or to a subgroup will serve at the expense of their respective organizations.

TERMINATION

The Group will continue to function unless it is otherwise notified by memorandum by the Department of State Undersecretary for Management.

NOW, THEREFORE, this Charter shall be considered filed as of the date copies have been provided to the Department of State interests for management.

APPROVED: _____

DATE _____

Ronald I. Spiers
Undersecretary
for Management